

Town of Wenham

Summer 2018

Internship Opportunity with 375th Anniversary Committee

April 2018 – September 2018

Contact: Jackie Bresnahan, Permitting Coordinator and Special Projects Manager

978-468-5520 ext. 4

jbresnahan@wenhamma.gov

What you will do:

- Develop social media posts, website content, and press releases for the Committee's review and posting
- Assist with small- and large-scale event planning, including event set-up, logistics, and event breakdown
- Create a marketing campaign for Committee events, in particular the Parade and Community Day, including flyers, social media, event schedules, etc.
- Maintain database for fundraising and event planning purposes
- Attend Committee meetings and help track event progress, make suggestions, and follow up on event related tasks in between meetings
- Assist with merchandise sales and tracking
- Provide staff support to Parade Sub-Committee, including organization and vendor registration, scheduling, and recruiting volunteers
- Occasional office tasks: phone calls, sorting mail, logging calls, etc.
- Other projects as assigned, based on the intern's interests/goals and the needs of the Town

What we require:

- Set schedule for the duration of the summer (8-15 hours a week)
- CORI check through Town Treasurer/Collector
- Availability throughout the summer and on Saturday, September 8, 2018 for the 375th Parade and Community Day

Other considerations:

Unpaid position. Staff willing to act as supervisor for course credit.

Interested applicants should submit their resume and a letter of interest to jbresnahan@wenhamma.gov by April 9, 2018.